

Town of Colma

General Information for Public Meetings

Location of Agendas and Packets: Agendas and packets are available for review by the public during regular work hours at Colma Town Hall, Administrative Offices, 1198 El Camino Real, Colma, California 94014. Agendas and packets shall be made available at least 72 hours in advance of each regular council meeting. Current agendas are posted on the Town web site at www.colma.ca.gov.

Reasonable Accommodations: Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1999 (42 U.S.C. Sec. 12132). Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such requests to Colma City Manager, 1198 El Camino Real, Colma, California 94014 (650) 997-8300. Audio enhancement headphones are available at the meeting. Any attendee wishing other special accommodations at the meeting should contact the City Manager at (650) 997-8300, at least 3 working days prior to the meeting.

Persons Wishing to Speak: All persons interested in addressing the City Council on any matter on the City Council Agenda will be given an opportunity to do so at the beginning of the meeting or at a later appropriate time as determined by the Mayor. Any person who wishes to address the City Council may fill out a speaker's card, which is located at the Recording Clerk's table in the city council chambers. Cards should be submitted to the Recorder for transmission to the Mayor prior to the city council meeting. In addressing the council, speakers should step to the podium when their name is called and state their names and addresses for the record.

Public Comments on Non-Agenda Items: During the PUBLIC COMMENTS portion of the agenda, a person may address the council on any item of interest to the public that is within the jurisdiction of the City Council. However, by law, the Council may not take any action on a matter that is not on the agenda. Non-agenda items may be referred to staff for action or report at a future meeting.

Public Comments on Agenda Items: Persons wishing to speak on items on the agenda will be heard when called by the Mayor. After the public has commented, the item will be closed to public comment and brought to the Council for discussion and action. There is no further comment permitted from the audience, unless invited by the Mayor.

Time Limit on Comments: Speakers are asked to keep their comments brief, usually three minutes or less. If it appears that the agenda may be long, the Council may impose a time limit on speakers.

Consent Calendar: All matters listed under consent calendar are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Council or a member of the public prior to the time that the council votes on the motion to adopt.

Notice Requirements: The law requires that the City provide public notice of the first public hearing for any meeting that requires public notice. If there are additional meetings, they are not re-noticed. Be advised that it is the responsibility of any interested party to follow the continuance date or dates, as well as to be apprised of whether project revisions have been submitted.

NOTICE OF AND AGENDA FOR SPECIAL MEETING OF THE CITY COUNCIL TOWN OF COLMA

COLMA COMMUNITY CENTER
1520 HILLSIDE BOULEVARD
COLMA, CALIFORNIA

January 19, 2006 – 9:30 AM

NOTICE IS HEREBY GIVEN that the City Council of the Town of Colma will hold a Special Meeting at the above time and place for the purpose of transacting the following business:

Study Session on the following topics:

- Goals Progress – 05/06
- Work Programs/Budget
- Revenue/Fiscal status Update

Training:

- Ethics
- Media Relations

Team Building:

- Best Practices – What can we do better?
- City Council Norms Expanded
- Expectations of Mayor
- Expectations of Council Members

No actions will be taken at this meeting. Any matter requiring formal action will be placed on the agenda for a regular meeting.

Dated: 1/18/06


Diane McGrath, City Clerk